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Contra Costa County
California

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County govt
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An Annual Report from

Arthur G. Will
County Administrator

651 Pine Street
Martinez, California 94553
(415) 372-4080

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1976

Supervisorial Districts

County Board of Supervisors

District 1

James P. Kenny 233-7060
(Chairman, 1976) ext. 3231
100 - 37th Street
Richmond, CA 94805

District 2

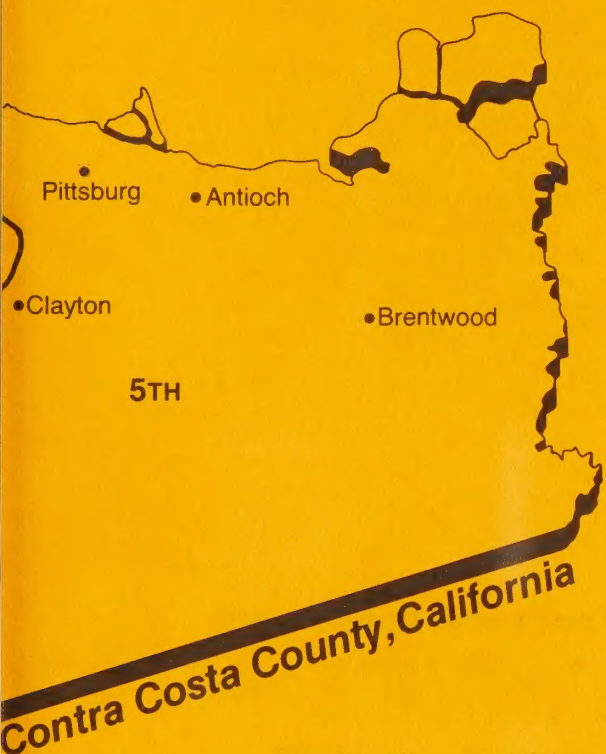
Nancy C. Fahden 372-2080
805 Las Juntas
Martinez, CA 94553

4300 Garden Road (Fridays)
El Sobrante, CA 94803 222-2822

District 3

Robert I. Schroder 284-4733
3338 Mt. Diablo Blvd.
Lafayette, CA 94549

BOARD OF SUPERVISORS



District 4

Warren N. Boggess 687-6900
(Chairman, 1977)
1331 Concord Avenue
Concord, CA 94520

District 5

Eric H. Hasseltine 439-4138
45 Civic Avenue and
Pittsburg, CA 94565 820-3742

801 San Ramon Valley Blvd.
Danville, CA 94526

The County Board of Supervisors meets every Tuesday at 9:00 a.m. in the Board Chambers of the County Administration Building, 651 Pine Street, Martinez. All meetings are open to the public.

Your Local Government

Local government is provided in California by (1) counties, (2) cities, and (3) special service districts. All three obtain their authority from the state.

County Government

Urbanization has brought far-reaching changes to America and to county government.

In 1776, counties performed limited services. They built roads, collected taxes, and recorded documents. Bu as America's economic and social structures have become more varied, federal and state governments have found it increasingly difficult to manage broad programs and still meet the needs of individual communities. On the other hand, cities and towns are finding it more difficult to cope with environmental and growth problems that spill beyond their boundaries.

Counties have gradually stepped in as the one form o government small enough to respond to grassroot needs but large enough to coordinate regional programs. County services have multiplied as they try to tackle national prob lems and challenges. New federally-funded programs ir health, social services, employment, housing, and community development were given to the counties to adminis ter. As a result, county revenues, budgets, and payrolls have mushroomed—they jumped more than 300% between 1963 and 1973.

COUNTY GOVERNMENT

Now counties build airports and libraries; run schools, community centers, and elections; control floods and solid waste disposal; fight crime, pollution, disease, and drug abuse. They provide low-income housing, nutrition services, rehabilitation, and crop inspection. They give out welfare checks, food stamps, traffic tickets, and vaccinations.

Counties were first established in California to administer state laws at the local level. As legal subdivisions of the state, they are given the responsibility for such areas as the courts and law enforcement, health and sanitation, welfare and corrections, libraries, roads and bridges, flood control, and land use planning. County duties include appraising property values, levying and collecting taxes, administering elections, licensing, maintaining vital statistics, and a myriad of other governmental activities.

California's constitution of 1879 required the legislature to establish a uniform structure of government for counties. All counties were then governed by established general law, which led to the use of the name "general law county." The constitution was later amended to permit any county by vote of its residents to adopt a charter determining the structure of its government. The 11 counties which have adopted charters are termed "charter counties."

Contra Costa County is a general law county. A five-member board of supervisors is elected by districts which are roughly equal in population. The board controls and is responsible for most county affairs, within the limits of the state constitution and laws.

Also elected are the Municipal and Superior Court judges, the County Board of Education, and seven other county officials. Other officials, department heads, and commissions are appointed by the Board of Supervisors. Their duties and powers are prescribed by law.

Population

Year	*Population*	*% Change*
1860	5,328	
1870	8,461	58.8
1880	12,625	49.2
1890	13,515	7.0
1900	18,046	33.5
1910	31,674	75.5
1920	53,889	70.1
1930	78,608	45.9
1940	100,450	27.8
1950	298,984	197.6
1960	409,030	36.8
1970	555,805	35.9
1975	582,829	4.9
*1980	622,100	6.7

*estimate

History and Background

Contra Costa County is one of 58 California counties. It was one of the original 27 counties established when California was admitted to the Union in 1849. The 1850 population count is recorded as being lost on the way to Washington but it is estimated to have been under 2,000. Martinez was named the county seat and has remained so ever since.

The Spanish name Contra Costa means "opposite shore," referring to the fact that the county's western boundaries lay along the eastern shore of the bay opposite San Francisco. In 1853, however, much of that shoreline was lost to the county when the state legislature created Alameda County out of a large portion of Contra Costa County and a smaller portion of Santa Clara County.

When Acting Governor Pedro Fages and Fray Juan Crespi explored the Contra Costa area in 1772, they found lush valleys and peaceful Indian villages. Friendly Indians singing and dancing, greeted the Juan Bautista de Anza expedition as it travelled through the area in 1776.

In the 1820's and 1830's ranchers settled here, under large land grants from the Spanish and, later, the Mexican governments. They brought herds of cattle, sheep, and horses and planted orchards and vineyards. When California was admitted to the Union, the ranchers began selling sections of their grants. Wheat fields, fruit and walnut orchards grew and prospered on the fertile land.

In the late 1800's the Port Costa area became the principal shipping point for grain from the Great Central Valley. Coal mining took place in the hills north of Mount Diablo.

Until 1900, Contra Costa remained mostly agricultural. The turn of the century brought industry, attracted by the availability of water transportation and the coming of the railroad. In 1900, the Santa Fe railroad made Richmond its western terminus. The following year, Standard Oil established its oil refinery there.

During World War I, Contra Costa shared heavily in the industrial development of the San Francisco Bay area. Migration into the central county swelled with the opening of the Caldecott Tunnel in 1937. Following the onset of World War II, industrial, business, and residential growth became explosive. Since then, the county has continued to be in the forefront of growth in the nine-county San Francisco Metropolitan Area.

Since 1970, the county's high rate of population growth has slowed. Its population composition has become more varied. Both the birth rate and average family size are dropping. The proportion of children in the county's population is falling; the percentage of elderly and minorities is rising.

COUNTY GOVERNMENT

The county has begun to evolve from a primarily suburban fringe area of the San Francisco Bay Area into a more complex and varied urban area. It has developed a more diversified economic base, as agricultural production continues to decline.

The county's 70-mile waterfront is of significant importance. Over half of the ocean shipping passing in and out of the Golden Gate is handled through Contra Costa ports. This shoreline is the site of major oil refineries, Northern California's largest steel mill, chemical plants, food plants, and a growing roster of all types of industry, both light and heavy. These industries are served by two transcontinental railways and a network of state and national highways.

The wide valley drained by the Walnut and San Ramon creeks extends through the heart of the county. Because of its beauty and fog-free summers, it has become a large and expanding suburban residential area. Slightly more than half the county's population now lives in the central county. Only one-third lives in the west county.

The eastern portion of the county beyond Pittsburg and Antioch continues as an important agricultural area, part of the famous Delta region of the Central Valley. Along its many waterways are boating and fishing resorts.

Because it stands alone, Mount Diablo dominates Contra Costa County. It is the triangulation point in the West for the U.S. Geodetic Survey. From the top of this 3,900-foot mountain, one can see not only most of the 732.6 square miles of the county's hills and valleys and waterways, but over 40,000 square miles of the earth's surface—possibly more, say some geographers, than is visible from any other spot on the globe.

Contra Costa County is the ninth smallest county in land area of the 58 counties (732.6 square miles land, 73.3 square miles water). It is the ninth largest in population (582,829 in the 1975 census).

City Government

There are fifteen cities in Contra Costa County. These municipalities were formed to provide certain services not furnished by the County or to provide a higher level of available county services. Such additional or augmented services include police protection, fire protection, street maintenance and improvement, traffic control, licensing, recreation, planning and zoning, and the establishment of building regulations within their boundaries.

Each city is run by a council elected from within the corporate limits of the city.

Although cities have their own municipal governments, they remain within the county. Their citizens pay county taxes as well as city taxes, because the basic county services do not stop when a city is formed.

Cities often contract with the County for certain services, such as law enforcement, animal control, road maintenance, and building inspection.

Incorporated Cities

Antioch	757-3333
Area	9 square miles
1975 Population	33,215
Form of Government	Council Manager
Brentwood	634-3505
Area	I square mile
1975 Population	3,662
Form of Government	Council-Administrator
Clayton	689-3622
Area	1.1 square miles
1975 Population	1,790
Form of Government	Council
Concord	671-3000
Area	28.1 square miles
1975 Population	94,673
Form of Government	Council-Manager
El Cerrito	234-2323
Area	3.6 square miles
1975 Population	22,950
Form of Government	Council-Manager
Hercules	758-3081
Area	4.2 square miles
1975 Population	121
Form of Government	Council
Lafayette	284-1968
Area	12.9 square miles
1975 Population	19,628
Form of Government	Council-Manager
Martinez	228-4400
Area	9 square miles
1975 Population	18,702
Form of Government	Council-Manager

Moraga	376-5200
Area	9.53 square miles
1975 Population	14,418
Form of Government	Council-Manager
Pinole	758-3012
Area	4 square miles
1975 Population	15,337
Form of Government	Council-Manager
Pittsburg	439-8242
Area	10.4 square miles
1975 Population	24,347
Form of Government	Council-Manager
Pleasant Hill	934-6050
Area	6.3 square miles
1975 Population	25,398
Form of Government	Council-Manager
Richmond	232-1212
Area	32 square miles
1975 Population	70,126
Form of Government	Charter-Council-Manager
San Pablo	234-6440
Area	2.6 square miles
1975 Population	19,392
Form of Government	Council-Manager
Walnut Creek	935-3300
Area	15.3 square miles
1975 Population	46,034
Form of Government	Council-Manager

Special Districts

Special districts provide a particular service to a specific area or group of citizens, initiated by petition of voters living in that area. These services are paid for by those who use the service directly, through individual tax levies. These monies are not reflected in the general county property tax rate.

The following special districts and service areas—a total of 72—are under the control of the Board of Supervisors, which serves ex-officio as the governing body:

Districts and Service Areas Governed by the Board of Supervisors

Districts Governed by Board of Supervisors		*Service Areas Governed by Board of Supervisors*	
Co. Sanitation	4	Drainage	5
Fire Protection	13	Fire	1
Flood Control	1	Street Lighting	6
Storm Drain Maintenance	2	Library Construction	5
Storm Drainage	1	Police	1
Water Agency	1	Recreation & Parks	6
	22	Road Maintenance	2
		Sewer	2
		Transportation	1
		Miscellaneous	18
			56

SPECIAL DISTRICTS

There are also 50 independent special districts. Most independent districts are for a single purpose, such as fire, sewage treatment, or parks. Each of these districts is politically autonomous, governed by independently elected officials.

Districts Governed by Local Boards

Community Services	2
County Water	3
Fire Protection	4
Irrigation	2
Local Hospital	3
Mosquito Abatement	2
Municipal Improvement	1
Public Cemetery	2
Reclamation	11
Recreation & Park	5
Resource Conservation	1
Sanitary	8
Inter-County Districts	6
	50

School Districts

More than half of all the property taxes collected in Contra Costa County are levied to finance 19 school districts, all of which are governed by independently elected school boards.

These boards determine policy for the operation of the schools; enforce the course of study and compliance with laws and regulations; employ teachers and other personnel; and are responsible for the construction, maintenance, and operation of school buildings and equipment.

School Districts Governed by Independent Boards

Community College	1
High School	2
Unified	7
Elementary	9
	19

The Budget

It is not generally known by the public that many of the services and programs operated by the county government are required by state and federal law. In some cases, such as the courts operation or welfare programs, the level of service is also mandated. Counties must abide by the rules and regulations established for mandated programs by the state and federal government. Boards of supervisors have discretion over a small portion of such expenditures, which limits their ability to control the budget.

The county is required by law to operate various public assistance (welfare) programs locally and to pay part—approximately 25%—of the expenses with local property tax dollars. Other major mandated programs include most of the operations of the sheriff-coroner, district attorney-public administrator, county clerk-recorder, the courts and marshals; and many of the services of the offices of the assessor and the treasurer-tax collector. A large percentage of the county's activities in the areas of health, medical services, probation, and rehabilitation also are required.

The Budget Process

Probably the most important action taken by the Board of Supervisors each year is the adoption of a budget which provides a financial plan, including anticipated revenues and expenditures, for the operation of county departments and agencies during a fiscal year, July 1 through June 30.

During the year, county departments prepare their budget needs and requests. The requests are reviewed and analyzed by the office of the county administrator. The administrator prepares a proposed budget for board consideration, based on public needs and funds available to pay for the service.

The Board of Supervisors' Finance Committee meets with all department heads and holds public meetings to review their budgets. The committee makes a recommendation to the whole board in August, at which time the board holds public hearings. The budget is adopted by August 30 and the tax rate is then set.

During the fiscal or budget year, the administrator's staff and departmental finance officers continue to monitor spending.

Growth and Change in the County Budget

In 1959–60, the total county budget was about $38 million. By 1974–75, fifteen years later, the budget was $189 million.

The greatest cause for this increase was the change in requirements and increased comprehensiveness of the Public Assistance expenditure category. It increased from $15 million in 1960 to over $79 million in 1974–75 and thus accounted for $4 of every $10 increase in the County budget. This increase was covered by a commensurate increase in the estimated revenue category entitled "Aid From Other Governmental Agencies."

After the Board of Supervisors adopts the County budget, the amount of monies that must be raised by local property taxes is determined. This is the difference between the budget's requirements and the amount of available estimated revenue other than secured and unsecured property taxes.

The County secured tax rate is determined by dividing the assessed value of secured property in the County into the amount that must be raised from current secured property taxes. It is stated as a rate per $100 of assessed valuation. Unsecured property tax revenue estimates are based on the secured property tax rate of the prior year.

In 1960, the County tax rate was $2.33 per $100 of assessed valuation while the total tax rate for all property tax levies countywide (including cities, special districts and school districts) ranged from a low of $5.19 in the City of Martinez to a high of $9.94 in Walnut Creek. By 1975–76 the basic County rate had risen to $2.676, while the overall rate averaged $12.05.

Estimated Revenues

There are seven major county revenue sources other than the property tax:

Taxes other than Current Property:

Most of this revenue is the County share of sales and use taxes collected in the unincorporated area. The remainder is composed of penalties on delinquent taxes, a percentage of the sales tax collected in the cities, a real estate transfer tax, and business franchise taxes.

Licenses and Permits:

This revenue is derived from the issuance of animal, marriage, and business licenses, plus the fees collected for building and zoning permits.

Fines, Forfeitures, and Penalties:

Most of this revenue is generated by vehicle code and other court-imposed fines.

Use of Money and Property:

All revenue not needed for the immediate operation of the county is invested, thus developing interest, which comprises most of the revenue in this category.

Aid From Other Governmental Agencies:

This includes amounts received from the state primarily for welfare, mental health, and property tax relief programs, and amounts received from the federal government for various programs.

Charges for Current Services:

Most of these revenues are fees collected for medical treatment and care at the County Hospital and its clinics.

Other Revenue:

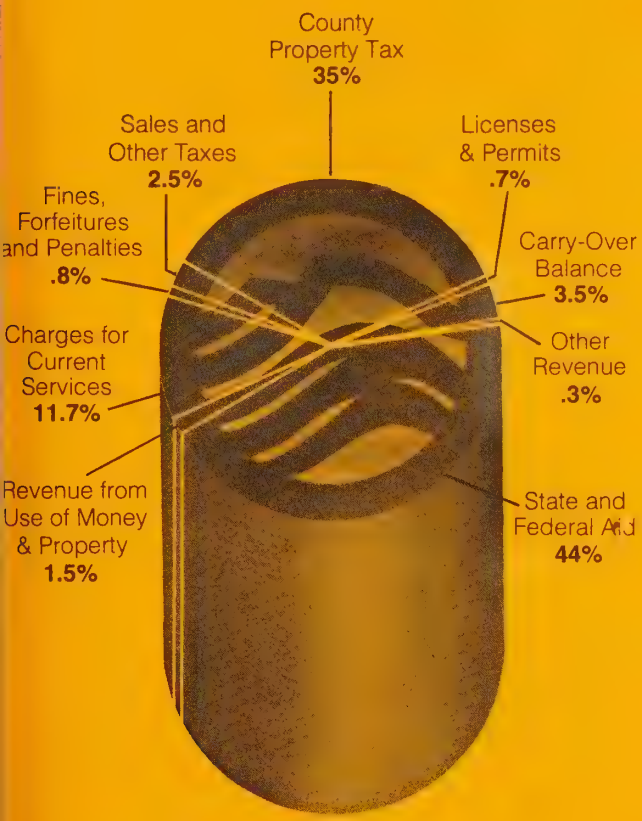
This is revenue applicable to prior years, including sale of items being replaced (mainly automobiles and trucks), the sale of maps and documents, insurance receipts, and miscellaneous small items.

Total County Revenue

Source	*1975–76*	*1976–77**
County Property Tax	$69,516,576	$76,735,000
State and Federal Aid	96,508,421	96,512,000
Charges for Current Serv.	23,418,082	25,600,000
Sales and Other Taxes	4,877,000	5,461,000
Revenue from Use of Money & Property	3,794,000	3,314,000
Fines, Forfeitures & Penalties	1,751,000	1,639,000
Licenses & Permits	1,640,618	1,515,000
Other Revenue	548,675	741,000
Carry-Over Balance	4,584,620	7,783,000
	$206,638,992	$219,300,000

*estimate

Total County Revenue


County Property Tax 35%
Sales and Other Taxes 2.5%
Licenses & Permits .7%
Fines, Forfeitures and Penalties .8%
Carry-Over Balance 3.5%
Charges for Current Services 11.7%
Other Revenue .3%
Revenue from Use of Money & Property 1.5%
State and Federal Aid 44%

County Expenditures

The various services and functions of county government are grouped in general areas for budgetary expenditure purposes.

General and Administrative:

General county government, including central administration, property assessment, tax collection, elections and other financial administration for county and special district operations. It also includes various management and maintenance and operation functions.

Public Protection:

The Court system, Clerk-Recorder, Sheriff-Coroner, District Attorney, Public Defender, Probation services, Jail, Department of Agriculture, Building Inspection, Planning, Animal Control, Flood Control, Civil Defense, and other services.

Health and Sanitation:

Medical Services and public health and sanitation services performed by the County Health and Public Works Department.

Public Assistance:

Administration of the welfare program, Medi-Cal, caring for both crippled children and wards of the courts, and services to county veterans.

Education:

Operation of the County Library system and the County Department of Education.

Public Works:

Maintenance and construction of the county road system, deep water channels, and airport, as well as related public works administrative expenses.

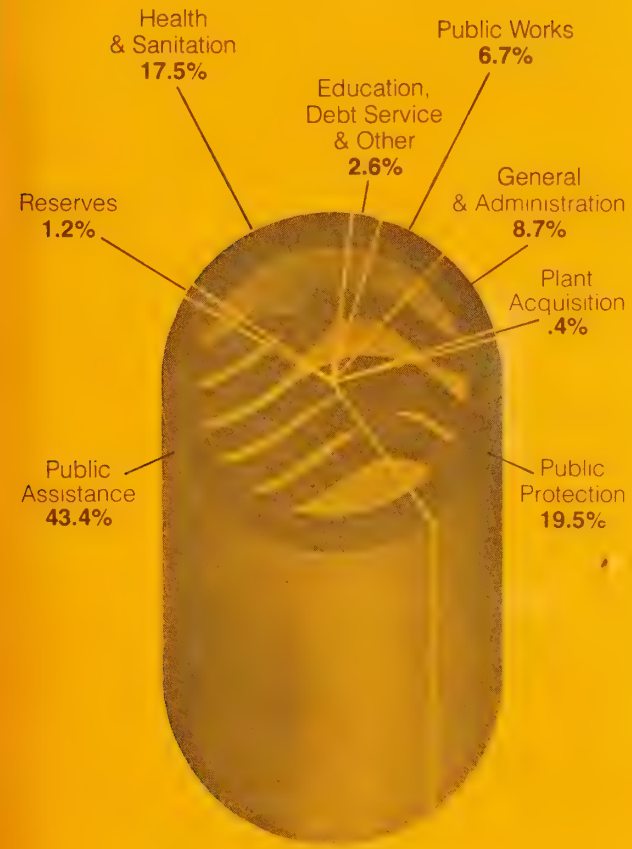
Debt Service:

This function includes interest and principal expenses on county bonds.

Total County Expenditures

Function	*1975–76 Budget*	*1976–77 Estimate*
Public Assistance	$91,949,731	$95,160,000
Public Protection	38,273,277	42,805,000
Health & Sanitation	33,520,710	38,417,000
Public Works	16,082,740	14,700,000
General & Administration	15,745,650	19,003,000
Plant Aquisition	1,783,911	784,000
Education, Debt Service & Other	5,407,769	5,805,840
Reserves	3,875,204	2,625,160
	$206,638,992	$219,300,000

Total County Expenditures



The Property Tax Dollar

For convenience to the public and low-cost, efficient administration, the Treasurer-Tax Collector of Contra Costa County collects and the Auditor-Controller redistributes property taxes for cities, school districts and special districts, as well as for the County government. As a result, many citizens believe that the County is receiving all of their property tax dollar. In fact, the County receives less than one-fourth of the total property tax levy.

The distribution of the average property tax dollar among the various jurisdictions in Contra Costa County is as follows:

Distribution of County Property Tax

	1975–76	*1976–77*
County	$ 70,371,000	$ 77,918,000
County Districts	16,118,000	17,818,000
Independent Districts	36,380,000	42,222,000
Schools	155,790,000	172,837,000
Cities	23,914,000	27,622,000
	$302,573,000	$338,417,000

Tax Requirements Per Capita

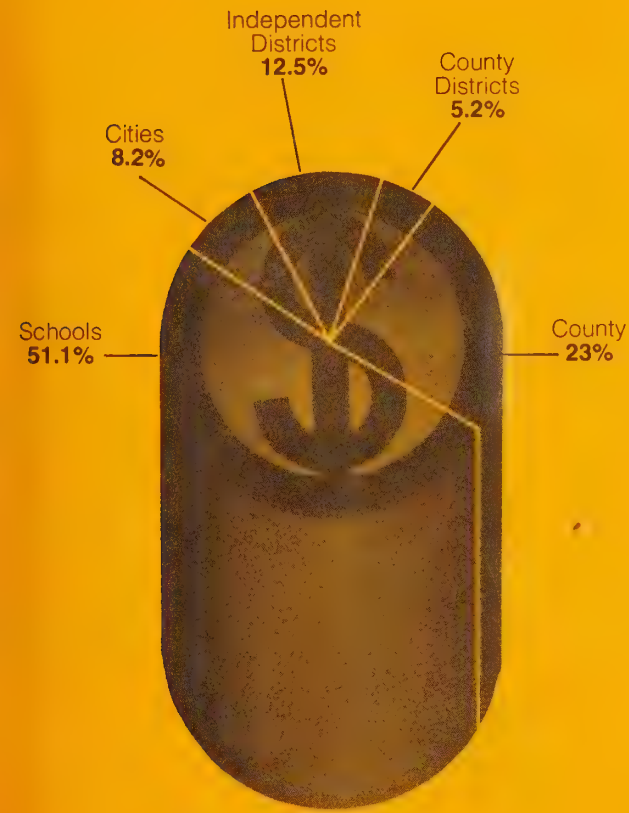
Year	*Population*	*Needed Co. Taxes*	*$/Capita*
1949–50	298,984	$ 7,296,123	$ 24.40
1954–55	336,900	12,391,105	36.77
1959–60	409,030	19,253,293	47.07
1964–65	486,860	27,726,702	56.95
1969–70	555,805	48,258,627	86.83
1974–75	582,829	69,516,576	119.27

Assessed Valuation Per Capita

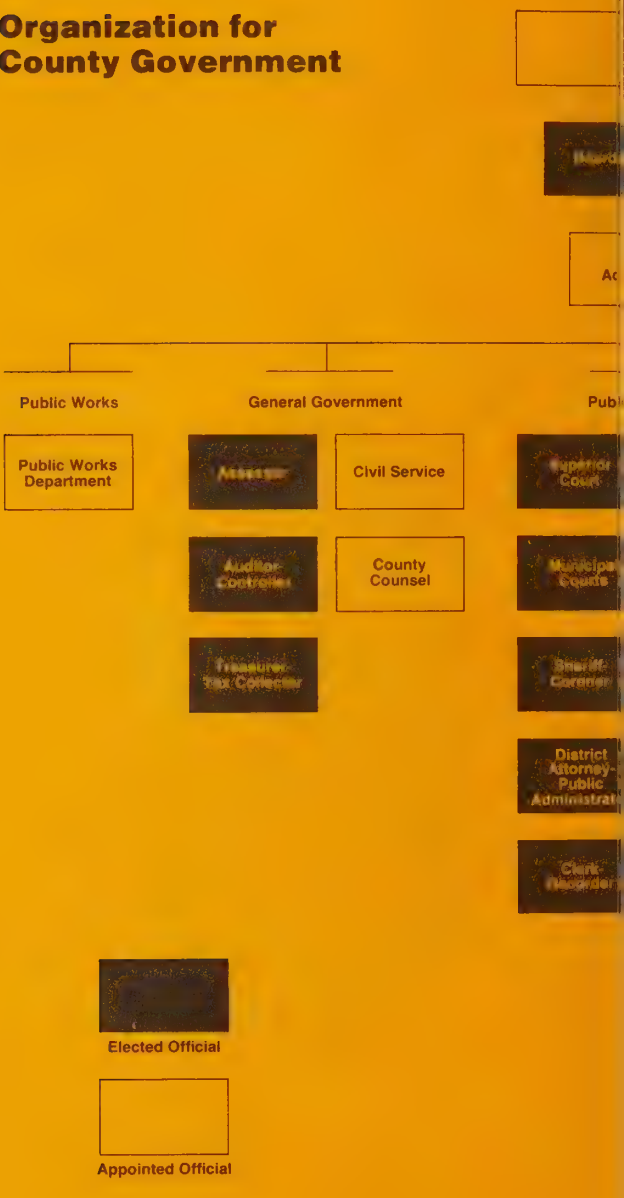
Years	*Population*	*Valuation*	*Av per Capita*
1950–51	298,984	$ 303,056,905	$1013.62
1955–56	336,900	483,940,265	1436.48
1960–61	409,030	842,042,945	2058.63
1965–66	486,860	1,215,069,130	2495.73
1970–71	555,805	1,765,219,599 (a)	3175.97
1975–76	582,829	3,197,684,666 (a)	5486.49

(a) Before homeowners and business inventory exemptions

Distribution of County Property Tax



Organization for County Government



COUNTY DEPARTMENTS

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Marshals

Public Defender

Probation

Building nspection

Planning

epartment Agriculture

Public Assistance

Human Resources Agency

Social Service

Medical Services

Public Health

Veterans Service Officer

Education

Library

Cooperative Extension Service

The Board of Supervisors *Budget: $373,780*

The Board of Supervisors is the governing body for Contra Costa County and many county special districts.

Each of the five members of the board is elected on a non-partisan basis to a four-year term. Their terms overlap: Districts 2, 3 and 5 elect their supervisors during presidential election years and districts 1 and 4 during state general election years. Board members begin their terms at the first meeting in January, at which time they choose a new chairman and vice-chairman.

The board has a status not unlike the board of directors of a large corporation in that it sets policies and depends on the county administrator, county officials, and department heads to carry out its wishes.

The board performs legislative, administrative, and appellate functions prescribed to it by the California state constitution and statutes.

Among its responsibilities are enacting ordinances and resolutions, approving formal contracts and agreements, setting employee salaries, adopting budgets, and levying taxes.

The board exercises its appellate powers primarily by holding hearings and deciding appeals from actions taken by administrative departments of the county government.

It must adopt an annual budget which provides for the entire cost of county government. It fixes a county tax rate that will yield enough revenue to make up the difference between the estimated expenditures in the budget and the funds which are available from other sources.

The board has control of the budget and manpower of the courts and departments headed by elected officials, but operational control lies with those officials: the assessor, auditor-controller, clerk-recorder, district attorney-public administrator, sheriff-coroner, superintendent of schools, and treasurer-tax collector.

County personnel are hired through a civil service system, but the board appoints the county administrator, certain department heads and members of many advisory boards and commissions.

The board is also the governing body of a variety of special districts and county service areas formed to provide such services as fire protection, lighting, recreation, and flood control. Other special districts are governed by independent boards elected by the people or appointed by the board.

The business of the board is conducted publicly each Tuesday in the Board Chambers of the County Administration Building in Martinez, the county seat. Public hearings are set at other times when special issues need to be aired.

Board meetings are only a part of the work of the members, who must attend dozens of other types of meetings, listen to suggestions and complaints of county residents, participate in a variety of civic activities, and investigate and resolve a wide assortment of problems. They are called on to meet with elected representatives and officials of other government agencies. And they serve on a variety of local, state, regional, and federal government boards, committees, and commissions dealing with inter-governmental problems and relations.

Administration

County Administrator — *Budget: $574,300*

The County Administrator is appointed by the Board of Supervisors and responsible to it. As the agent of the Board, this person directs and coordinates the work of the County departments and agencies.

The Administrator puts into action the policies, rules, and regulations adopted by the Board. He makes recommendations on County policies and procedures, prepares the recommended County budget, and establishes and enforces personnel policies and practices.

Civil Service — *Budget: $1,344,230*

The Director of Personnel, appointed by the Board of Supervisors, heads this department. It recruits employees for the County and some special districts, classifies jobs, coordinates the Public Employment Program and administers employer-employee relations, including liaison with employee organizations. The department conducts a program of personnel services, including employee training, counseling, accident prevention, and affirmative action.

Office of Emergency Services — *Budget: $216,540*

The OES is a division of the County Administrator's office and a part of the Civil Preparedness Agency of the U.S. Dept. of Defense. It coordinates the work of public agencies in preparing for and handling major emergencies. It maintains the county emergency operating center and emergency service communications.

Day-to-day, the Office of Emergency Services directs public information and training programs in medical self-help, rescue, safety and defense. It is the coordinating agency for rainy season storm operations and the handling of oil spill accidents both on land and water.

Office of Economic Opportunity — *Budget: $382,365*

OEO is a division of the County Administrator's Office. It is the local extension of the federal Community Services Administration, which provides its operating funds. This office administers programs for low-income families in areas such as education, employment, transportation, neighborhood services, and services directed to youth and senior citizens.

General Government

Assessor — *Budget: $3,775,125*

The Assessor is elected for a four-year term. This department determines the fair and equitable value of residential, commercial, industrial, agricultural, and personal property for property tax purposes. (Public utilities are valued by the State Board of Equalization.)

Shortly after the beginning of the fiscal year (which begins July 1), the Assessor submits the annual assessment roll to the Board of Supervisors. With the assistance of the Auditor-Controller, the Board uses these figures to arrive at the exact property tax rate necessary to help support County services.

Auditor-Controller — *Budget: $2,480,251*

The Auditor-Controller is elected for a four-year term and must be either a certified or licensed public accountant. This person is the chief fiscal officer of the County and of special districts and school districts.

The Auditor-Controller's office is a "watchdog" over the legality of expenditures and the proper handling of receipts. It prepares financial reports required by the state and conducts financial audits of the County's many diversified departments and special districts. It is also responsible for data processing, centralized purchasing and in-house reproduction services.

To assist with budget-making, the Auditor-Controller tabulates the County's revenues and its expenditures program and compiles the assessed valuation from the Assessor's rolls. He figures the tax rate and apportions tax monies to the various funds. He computes the tax bills that are distributed by the Tax Collector.

Treasurer-Tax Collector — *Budget: $1,006,980*

The Treasurer-Tax Collector is elected for a four-year term. The duty of this office is to receive, invest and maintain the cash flow for the County government and special districts. It collects property taxes and unsecured taxes for school districts, special districts, and all cities levying property taxes, as well as for the County government itself.

The Treasurer-Tax Collector's department also collects inheritance taxes, county license fees, and public health permits. It is the paying agent on municipal bonds and pays County warrants for supplies and services and the salaries of County and special district employees. It administers the County employees' retirement system and investment portfolio. It holds in trust money in the estates of persons who have died without making a will, until it is disbursed according to law.

County Counsel — *Budget: $690,300*

The Board of Supervisors appoints the County Counsel to be the legal advisor and attorney in civil matters for all County government officers, departments, boards, commissions and special districts.

This office handles leases, resolutions, bond issues, election proceedings, and all types of legal notices.

The County Counsel attends all Board of Supervisors meetings to advise on legal matters. He prepares the language of ordinances which the Board enacts.

Education

Superintendent of Schools and Board of Education — *Budget: $693,090*

The Superintendent of Schools is elected for a four-year term. This department provides business, administrative, and coordinating services to school districts. It operates a variety of educational programs for mentally and physically handicapped children and for youth in juvenile court schools. Serving as the link between the school districts and the State Department of Education, it keeps records, reviews budgets, processes credentials, and issues payroll and purchasing warrants.

The elected Board of Education is the policy-making body of the County Superintendent of Schools Office. It adopts a basic course of study for the county, administers special education programs, approves contracts and agreements with school districts and other agencies, and hears appeals on student expulsion, school district boundary changes and other education-related matters.

County Library — *Budget: $4,522,285*

The County Librarian is appointed by the Board of Supervisors. This department provides library services to the whole county, with the exception of the city of Richmond. This includes the loaning of books, magazines, records, films, and tapes. It also provides a bookmobile to areas without libraries; delivers books to the homebound, presents art exhibits, storyhours, lectures, and crafts programs; and offers the use of its facilities for community programs.

Cooperative Extension Service — *County Share: $89,810*

Educational and advisory services in agriculture, floriculture, home economics, and 4-H club work are provided by this department. It is part of the agricultural extension service of the University of California, financed by state and federal funds.

Professional farm and home advisors are assigned to the county to supply nutritional education, information on the production, marketing and management of farms and farm commodities; soil and water management; conservation; environmental problems; and pest control.

Public Assistance

Human Resources Agency

The director of this agency is appointed by the Board of Supervisors. It has three major divisions;

Social Service ***Budget: $89,278,710***

The Social Service Department provides assistance to the poor, medically needy, and handicapped, to help them improve their circumstances and become independent. It supplies social services for the whole community, including adoption and foster care services; protective services to prevent abuse and neglect of children and adults; in-home care for the homebound; counseling for families with problems; and referrals to other service agencies.

Medical Services ***Budget: $30,671,162***

The Medical Services Department furnishes in-patient hospital services at the County Hospital in Martinez and out-patient services through clinics in Martinez, Richmond, Pittsburg, and Oakley. The department is unique in the county in providing specialized services for tuberculosis, alcohol and drug addiction, communicable diseases, premature births, psychiatric problems, mental retardation, and physical handicaps.

Health ***Budget: $7,118,684***

The Health Department provides clinics for the prevention and detection of disease: immunizations, venereal disease treatment, TB tests and X-rays, Pap smears and breast examinations. It is responsible for inspecting food establishments and water supplies. It administers crippled children's services, health screening for children and senior citizens, and the women and infants' food supplement program. Public health nurses and health educators conduct community health education programs.

The Human Resources Agency also administers the County Manpower Program, which trains unemployed and underemployed persons and places them in jobs.

Veterans Service Officer ***Budget: $129,030***

The Veterans Service Officer is appointed by the Board of Supervisors to assist veterans and their dependents in obtaining the benefits they are due under the law. This office helps them present claims for compensation and pensions and to apply for hospitalization and other benefits.

Public Protection

Courts and Marshals — *Budget: $5,598,168*

Superior Court

The Superior Court judges are elected to six-year terms on a staggered basis. They are in reality state officers who sit in the Superior Court of the State of California in and for the County of Contra Costa.

This is the chief trial court, with jurisdiction in equity, probate, insanity, juvenile and felony cases, and in civil cases involving more than $5,000.

Municipal Courts

Municipal Court judges are elected to six-year terms. They conduct hearings for misdemeanor cases and for persons with traffic violations. These courts have jurisdiction in civil matters to $5,000. Each Municipal Court has a Marshal, who serves as bailiff and process server for that district.

Grand Jury

This body of 19 electors, selected by the Superior Court, hears evidence against non-charged persons suspected of crime and decides if they are to be brought to trial. It also probes the need for improved local government operations and investigates public officers suspected of misconduct of office. The Grand Jury presents a report at the end of its year-long term, detailing the investigations and suggestions of its committees.

Superior Court Administrator-Jury Commissioner

This person is appointed by the judges of the Superior Court to organize and administer the non-judicial activities of the Superior Court; manage the court calendar; help prepare and administer the court budget; maintain statistics and assignment records; and recommend improvements in the court's administrative system. The Jury Commissioner certifies a list of trial jurors for the Superior and Municipal Courts; draws, summons, and instructs jurors.

Clerk and Recorder — *Budget: $2,986,664*

The Clerk-Recorder is elected for a four-year term. This office serves as clerk to the Board of Supervisors and the Superior Court. It keeps court records; issues notices and processes; files real estate, bankruptcy, and other legal documents; records births and deaths; issues marriage licenses and dog licenses. registers company names; receives applications for citizenship; registers voters and conducts elections.

A chief clerk is designated to serve as Clerk of the Board of Supervisors. Staff members of the Clerk of the Board's office attend all board meetings, prepare agendas for meetings, and maintain all official records for the board. This office also schedules all petitions for hearings before the Assessment Appeals Board.

Sheriff-Coroner — *Budget: $12,682,375*

The Sheriff-Coroner is elected for a four-year term. This department provides police services in unincorporated areas and where commissioned by cities, directs the county's detention facilities, serves civil processes and provides a bailiff for each Superior Court, and supplies communication services for fire districts, school districts. ambulance companies and other law enforcement agencies.

The Coroner's office conducts investigations on all violent deaths and deaths for which no attending physician can certify cause. It notifies the next of kin of the death and safeguards property on the body.

The Sheriff coordinates with local, state and federal law enforcement agencies in enforcing local and state laws. The department's criminalistics laboratory provides all law enforcement agencies in the county with scientific analysis of evidence. Other programs run by the department include: burglary prevention and investigation, a marine patrol in county waterways, a litter control program, and community relations programs such as ride-along and classroom education programs.

District Attorney-Public Administrator — *Budget: $4,728,540*

The District Attorney is elected for a four-year term. This person serves as chief law officer of the County and is responsible for prosecuting all criminals for crimes committed in the county. When called upon, his office must make investigations of crimes, extradite known criminals to be returned for trial, gather witnesses for trials and research cases.

As Public Administrator, he takes charge of all property in the county of persons who die without a will or without heirs or with heirs living outside of the state. As Public Guardian, this person is appointed by the Superior Court to be guardian for mentally incompetent persons.

The District Attorney also operates a consumer fraud unit and collects payments from fathers who fail to support their families. This office investigates welfare cases to protect the public against fraudulent claims. On evidence submitted by an individual citizen, the District Attorney starts initial proceedings to bring action against persons accused of wrong-doing.

Public Defender — *Budget: $2,556,260*

The Public Defender is appointed by the Board of Supervisors to provide legal defense for persons who are too poor to employ an attorney and who are charged with criminal offenses or otherwise face possible loss of liberty under California laws. Recent court decisions and laws have expanded the work of the Public Defender to include legal assistance for minors in juvenile court and for persons alleged to be mentally ill who are facing court proceedings.

Probation — *Budget: $11,896,520*

The County Probation Officer is appointed by the Superior Court Juvenile Judge. This department investigates and reports to the court on sentences or special programs for persons convicted of crimes and youngsters brought before Juvenile Court. It advises the court on bail for persons awaiting trial, and supervises persons during their probationary period.

The department operates Juvenile Hall, Byron Boys Ranch, Girls Center and the Preplacement Center. It also makes recommendations to the court on cases of child abandonment and contested child custody.

Building Inspection — *Budget: $1,013,640*

The director of this department is appointed by the Board of Supervisors. This office enforces ordinances regulating building construction and occupancy in the unincorporated areas. It issues building permits for building plans which meet regulations. It examines work underway to see that it complies with ordinances and the terms of the permit.

Planning — *Budget: $1,199,090*

The Planning Director is appointed by the Board of Supervisors. This department prepares general plans for orderly county growth and regulates land use. It prepares and administers zoning and subdivision ordinances, prepares environmental impact reports, hears requests for variances, reviews site development plans, and reviews proposed public projects for compliance with the general plan. It also coordinates census-taking, staffs county boards and commissions dealing with planning, and administers the Housing and Community Development Program.

Department of Agriculture — *Budget: $1,779,830*

The head of this three-division department is the Agricultural Commissioner and Director of Weights and Measures.

The department enforces state agriculture laws and gathers crop statistics. It inspects produce for proper packing, marking and quality, according to state standards. It inspects seeds and plants for harmful diseases, insects, and weeds. It also handles weed, rodent, and pest control.

As agent of the State Division of Weights and Measures, this office checks the accuracy of weighing and measuring devices such as scales and pumps, and checks the weight of packaged and canned goods. It also directs the animal control centers, quarantining biting animals; holding lost or at-large animals; disposing of unwanted, diseased and dead animals; and operating a low-cost animal spay clinic.

Public Works

Public Works ***Budget: $18,684,375***

The Public Works Director is appointed by the Board of Supervisors. This department plans, engineers and maintains county public works facilities, such as roads and bridges, and oversees county building projects. It is responsible for maintaining county vehicles, handling right-of-way services, and administering special service areas such as flood control, storm drainage and recreation. It also operates Buchanan Field, the county airport, and coordinates planning in the areas of transportation, water quality, and sewage services.

Contra
Costa
County

Elected County Officials

Assessor *E. F. Wanaka*	834 Court Street Martinez 94553
Auditor-Controller *H. Donald Funk*	Finance Building Martinez 94553
Clerk-Recorder *James R. Olsson*	Courthouse Martinez 94553
District Attorney-Public Administrator *William A. O'Malley*	Courthouse Martinez 94553
Sheriff-Coroner *Harry D. Ramsay*	Administration Bldg. Martinez 94553
Superintendent of Schools *Dr. Floyd I. Marchus*	75 Santa Barbara Road Pleasant Hill 94523
Treasurer-Tax Collector *Edward W. Leal*	Finance Building Martinez 94553
Superior Court Judges: *Coleman Fannin, Presiding Judge* *Sam W. Hall* *Richard E. Arnason* *Max Wilcox, Jr.* *Norman A. Gregg* *Richard P. Calhoun* *Jackson C. Davis* *Martin E. Rothenberg* *Robert J. Cooney* *Thomas F. McBride* *William R. Channell*	Courthouse Martinez 94553

Appointed County Officials

County Administrator *Arthur G. Will*	Administration Bldg. Martinez 94553
Agricultural Commissioner-Director of Weights and Measures *Kenneth E. Danielson*	161 John Glenn Drive Concord 94524
Cooperative Extension Service Director (a) *J. Joseph Coony*	960 East Street Pittsburg 94565
Director of Building Inspection *Robert E. Giese*	Administration Bldg. Martinez 94553
County Counsel *John B. Clausen*	Administration Bldg. Martinez 94553
Director, Office of Economic Opportunity (c) *Judith A. Miller*	1157 Thompson Street Martinez 94553
Director, Office of Emergency Services (c) *Will H. Perry*	50 Glacier Drive Martinez 94553

Deputy Public Works Director, Flood Control (b) *Joseph E. Taylor*	225 Glacier Drive Martinez 94553
Health Officer (d) *Orlyn Wood, M.D.*	1111 Ward Street Martinez 94553
Librarian *Clarence R. Walters*	1750 Oak Park Blvd. Pleasant Hill 94523
Executive Officer, Local Agency Formation Commission *Joseph S. Connery*	Administration Bldg. Martinez 94553
Medical Director (d) *George Degnan, M.D.*	County Hospital 2500 Alhambra Ave. Martinez 94553
Director of Personnel (c) *Charles J. Leonard*	Administration Bldg. Martinez 94553
Director of Planning *Anthony A. Dehaesus*	Administration Bldg. Martinez 94553
Probation Officer *John A. Davis*	Administration Bldg. Martinez 94553
Public Defender *Patrick R. Murphy*	610 Court Street Martinez 94553
Public Information Officer *Mary H. Dunten*	Administration Bldg. Martinez 94553
Public Works Director *Vernon L. Cline*	Administration Bldg. Martinez 94553
Manager, Purchasing Operations (e) *William A. Schmidt*	Administration Bldg. Martinez 94553
Superior Court Adminstrator-Jury Commissioner *Wilfred O'Neill*	Courthouse Martinez 94553
Veterans' Service Officer *Elmer R. Rieger*	930 Ward Street Martinez 94553
Director, Human Resources Agency *Claude L. Van Marter*	Administration Bldg. Martinez 94553
Social Service Director (d) *Robert E. Jornlin*	2401 Stanwell Drive Concord 94520

(a) U. C. Agricultural Extension Service
(b) A division of the Public Works Department
(c) A division of the Office of the County Administrator
(d) A division of the Human Resources Agency
(e) A division of the Auditor-Controller's Office

Major Boards and Commissions

	Meetings Held
Council on Aging 671-4233	10 a.m. third Wednesday 2401 Stanwell Dr., Concord
Airport Land Use Commission 372-2035	7:30 p.m. fourth Wednesday County Administration Bldg.
Alcoholism Advisory Board 233-7060 Ext. 3491	2:30 p.m. third Tuesday 500 Court St., Martinez
Assessment Appeals Board 372-2374	Generally 9 a.m. Wednesday County Administration Bldg.
Child Health and Disability Prevention Advisory Board 372-2685	7:30 p.m. third Wednesday, odd months, 2401 Stanwell Dr., Concord
Civil Service Commission 372-4064	7:30 p.m. second and fourth Tuesdays, 500 Court St., Martinez
Community Development Advisory Council 372-2035	7:30 p.m. first Wednesday 3020 Grant St., Concord
Community Mental Health Advisory Board 372-4395	4:30 p.m. second Tuesday County Hospital conference room, Martinez
Criminal Justice Agency Planning Board 685-5335	3 p.m. second Wednesday 622 Contra Costa Blvd., Pleasant Hill
Drug Abuse Board 372-4221	7:30 p.m. third Tuesday 2199 Norse Dr., Pleasant Hill
Economic Opportunity Council 372-2227	8 p.m. third Thursday County Administration Bldg.

BOARDS AND COMMISSIONS

Board of Education 944-3388	7:30 p.m. generally second and fourth Wednesday, 75 Santa Barbara Rd., Pleasant Hill
Employees' Retirement Board 372-4137	8:30 a.m. second Tuesday 500 Court St., Martinez
Family and Children's Services Advisory Board 671-4202	12:30 p.m. second Tuesday 2401 Stanwell Dr., Concord
Housing Authority Commission 228-5330	5:30 p.m. fourth Wednesday 3133 Estudillo St., Martinez
Juvenile Justice and Delinquency Prevention Commissions 372-2700	9:30 a.m. third Monday 1111 Ward St., Martinez
Local Agency Formation Commission 372-4090	2 p.m. first Wednesday County Administration Bldg.
Manpower Advisory Council 671-4239	On call of chairman
Planning Commission 372-2026	7:30 p.m. most Tuesdays County Administration Bldg.
Recreation and Natural Resources Commission 372-2035	8 p.m. first Monday County Administration Bldg.
Transportation Advisory Committee 372-2155	On call of chairman

Major County Events of 1975–76

July

Board votes to consolidate the West and Richmond Judicial Districts
Board authorizes construction of a women's work/education furlough center, using LEAA funds
Charles J. Leonard appointed County Director of Personnel
Progress report on PHP shows the program has pulled into the black
County offices in Martinez and Concord convert to Centrex

August

County's first statistical "Profile" released
Board approves $206.6 million budget for 1975–76
City and County advisory groups meet with Board of Supervisors for workshop on human services

September

Board approves County Community Action Agency's three-year plan for programs, goals and objectives
County Advisory Council on Aging established
Board adopts noise element to County General Plan
Board hires consultant to review plans for jail/courts building, to find possible ways to reduce costs.

October

Community Development Advisory Council sponsors four community forums on use of Housing and Community Development block grant funds
County establishes educational program for women jail inmates
Board agrees that County should enter the National Flood Insurance Program
Board approves contract with Quest House to receive sentenced women for counseling and rehabilitation

November

Board approves three-month trial of "flextime" and/or a 10-hour, 4-day work week for certain employee groups
Report issued by County Administrator on County use of alternatives to incarceration
Dr. Orlyn Wood appointed as County Health Officer
Emma R. Kuevor appointed Affirmative Action Officer to head expanded County affirmative action program
County accepts federal grant offer for airport planning

December

Board accepts County solid waste management plan and refers it to cities and special districts for review
Board approves safety and seismic safety elements of the General Plan
Board adopts identifying mark for County government

January

James P. Kenny sworn in as Chairman of the Board of Supervisors for 1976

Board's Intergovernmental Relations Committee meets with representatives of the Contra Costa Mayors Conference to discuss mutual problems

Public forum held on priorities for the use of federal social services money

County's second annual report to the Fair Employment Practices Commission shows steady increase in county hiring of minorities and women

February

Board agrees to redesign proposed county jail, because increased costs of present plans have surpassed available funds

County Probation Department opens a major office in Concord, including space for juvenile probation, training, and volunteer programs

Board asks Governor to include Contra Costa County in the state's request for federal disaster relief, due to effects of the prolonged drought

Board approves principle of establishing a county open space easement program to encourage open space use of land not qualified for agricultural preserve status

Board approves agreement with San Francisco to house Contra Costa jail inmates, to ease overcrowding in the county jail

County signs joint exercise of powers agreement with cities of Lafayette and Moraga, to study possible use of the abandoned freeway corridor between these two cities and Orinda

March

Board establishes policy guidelines on redesign of the county jail and sets up a 26-member advisory committee to recommend on location, size and basic design of the facility

County issues its first reference book on county advisory boards and commissions, to encourage public participation in county affairs

Board approves county's 1976–77 Mental Health Plan, developed by task forces and advisory committees totalling over 300 participants

New ordinance adopted to regulate fortunetelling in unincorporated areas of the county

Board appoints advisory committee to oversee Planning Department's preparation of an Overall Development Plan, necessary for federal redevelopment assistance

County receives commendation from the state for improving administration of its family assistance program by significantly decreasing payment errors

Board approves Human Resources Agency proposal to set up a specialized foster home program and day treatment program for troubled children, to reduce costly use of institutions

County inaugurates new apprentice mechanic program

April

Study begins on problems and needs of women offenders in Contra Costa County

Board grapples with possible $4.4 million deficit in 1976–77 social service funding

Board agrees to supply matching funds for public transit programs in unincorporated areas, for a two-year startup period

Board approves procedures for a self-insurance program for the county

Attorney Wayne A. Westover, Jr. is selected as Contra Costa County's first family law commissioner

Airport Site Selection Study completed

County Manpower Project's first annual report shows county helped 2,000 low-income and low-skilled persons to obtain jobs and training

May

Board agrees to ask the state legislature to add one judge to the Superior Court, to lessen court backlog

County signs agreement with the State Office of Criminal Justice Planning for a third year extension of the county's narcotics strike force program

County personnel come to aid of victims of a school bus accident on the Martinez offramp of the George Miller, Jr. bridge

June

Five county programs honored with achievement awards by the National Association of Counties—ACCESS information center, modular bookmobile, Healthier Older Adult Program, litter control, and burglary prevention program

Vernon L. Cline appointed County Public Works Director

Mario Obledo, State Secretary of Health and Welfare, helps dedicate county's new work/education furlough center in Richmond

Nancy C. Fahden becomes first woman to be elected a Contra Costa County Supervisor

County Administrator Arthur G. Will presents proposed $223 million 1976–77 budget, predicts reduced county services if a property tax rate increase is to be averted

Board's Administration and Finance Committee holds open hearings to review proposed 1976–77 budgets of county departments

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